



## **WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway**

**Greene, Rhode Island 02827**

**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfd.net](http://www.wcfd.net)**

**Standard Administrative Procedure (SAP) Committee Meeting**

**held at the above location**

**Thursday, 10 September, 2015, 7:00 p.m.**

### **MINUTES**

#### **Members Present:**

John Humble, Chair

Skip Mays

Richard Holt

Chief Steven Quattrini

#### **Absent:**

Cheryl Wilcox, Clerk

1. *Call to order, attendance, confirmation of posting and quorum* – the Chairman called the meeting to order at 7:08 p.m. and confirmed that the meeting had been posted as required and that a quorum was present
2. *Announcement of emergency evacuation procedure* – Chief Quattrini announced the emergency evacuation procedure.
3. *Acceptance of minutes of 27 August, 2015* – On a unanimously passed motion made by Mr. Mays and seconded by Mr. Holt, acceptance of these minutes was tabled until the next Committee meeting.
4. *Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure* – On a unanimously passed motion made by Mr. Mays and seconded by Mr. Holt, it was agreed to table further discussion regarding this SAP pending further investigation and input by Chief Quattrini of “preferred vender” practices and lists adopted by other departments and municipal agencies.
5. *Continue review and possibly recommend revisions to SAP 5211.00 Minutes of Meetings* – On a unanimously approved motion made by Mr. Holt and seconded by Chief Quattrini, SAP 5211.00 was approved as revised for submission to the BOD for final approval.
6. *Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP* - On a unanimously passed motion made by Mr. Mays and seconded by Mr. Holt, it was agreed that further discussion regarding this SAP be tabled until Chief Quattrini is able to return with information from his meeting with Kim Dawson of the Dawson Group scheduled for September 28, 2015.
7. *Review and possibly recommend revisions to SAP 5211.10 Records Keeping* – On a motion made by Mr. Mays and seconded by Mr. Holt with Mr. Mays, Mr. Holt and Mr. Humble voting aye (Chief Quattrini momentarily stepped away from the meeting), it was agreed that an opinion was needed from legal counsel regarding the authority to electronically scan and archive original hard copy documents followed by the destruction of the original copies as it relates to records retention law..
8. *Review and possibly recommend revisions to SAP 1211.24 Duties of the Clerk* – Mr. Holt shall work with Clerk Wilcox to establish an appendix of “critical dates” that must be adhered to by the clerk. Consideration was also given to requiring that the clerk make a formal record of votes taken at all District annual and special meetings.
9. *Consider establishing a “critical dates” instruction SAP* – Satisfied by item #8 above.

10. *Consider establishing an SAP containing protocol criteria for detail coverage of special events within the District's community* – Mr. Humble to first research the Coventry town ordinances as they pertain to events of assembly as a basis for further consideration.
11. *Review the index of SAP's to identify and priorities those in need of review and or addition* – Chief Quattrini indicated that he had drafted new job description SAP's for department officers and would distribute these drafts to the committee members for review.
12. *New business* – n/a
13. *Open Forum* – n/a
14. *Schedule next meeting* – 8 October, 2015
15. *Adjournment* – On a unanimously passed motion made by Mr. Mays and seconded by Mr. Holt, the meeting was adjourned at 8:30 p.m.